

# MEMORANDUM

TO:

FROM: Katie Bark, RD and Mary Stein, MS  
MT Team Nutrition Program  
Darrell Rud, Executive Director,  
School Administrators of Montana

DATE: April 17, 2006

RE: Awards for “Creating a Healthy School Environment” Mini-Grant

Congratulations! This memo is to inform you that your school has been selected as a recipient for the Montana Team Nutrition “Creating a Healthy School Environment” Mini-Grant. **Please complete and submit the enclosed confirmation form.** Following receipt of this form at the Team Nutrition office, your check will be processed and you should receive a check within six weeks. The check will be written to the school district and sent to the attention of \_\_\_\_\_ at the school address.

The grant monies must be used by August 1, 2006. Upon project completion, please complete the budget summary and final grant report, both of which are enclosed. These reporting documents must be submitted to the Montana Team Nutrition office by August 31, 2006. Strategies, outcomes and ideas from success mini-grant projects may be shared with other districts interested in making changes to the school environment.

We encourage you to share your project with school board members, administrators, teachers and parents through a press release. Enclosed is a press release to adapt and use in submissions to school or local newspapers.

Thank you for your participation in this mini-grant program. We hope that the funds will make a significant difference in your current school environment and that you will continue to make changes to positively impact the health and well being of your students, staff and community.

Funds from a 2004 USDA Team Nutrition Training grant awarded to the Montana Office of Public Instruction and funds from the Montana Association of School Superintendents support these mini-grant projects.

Please feel free to contact Mary (994-5640) or Katie (994-5641) if you need further clarification concerning this project or by email at [mstein@montana.edu](mailto:mstein@montana.edu) or [kbark@mt.gov](mailto:kbark@mt.gov) Mary will be in contact with you within the month to provide additional guidance or clarification.



**Check Out The Following Websites for Nutrition Resources:**

USDA's Team Nutrition Website: [www.teamnutrition.usda.gov](http://www.teamnutrition.usda.gov)

Action for Healthy Kids: [www.actionforhealthykids.org/](http://www.actionforhealthykids.org/)